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DDA 85-0060/49  
13 December 1985

MEMORANDUM FOR: Director of Central Intelligence

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 13 December 1985

180-15

1. Progress reports on tasks assigned by the DCI/DDCI:

None.

2. Items/events of interest:

a. Beginning with the first pay check received in January 1986, employee contributions to Social Security/Medicare will increase. Since 1983, all Federal employees have been covered by Medicare and thus must pay the Medicare tax. In addition, most employees who began Federal service since 1 January 1984, or who have contracts requiring Social Security coverage, must contribute to Social Security. Both taxes are subject to annual increases as legislated by Congress. The following changes for calendar year 1986 have now been announced:

Medicare deduction will increase from 1.35 percent of pay to 1.45 percent and will be withheld from the first \$42,000 of gross annual salary (up from \$39,600 in 1985).

For employees covered by Social Security, the deductions will remain at 5.7 percent and also will be withheld from the first \$42,000 of gross annual salary (up from \$39,600 in 1985). Social Security deductions are in addition to the Medicare tax.

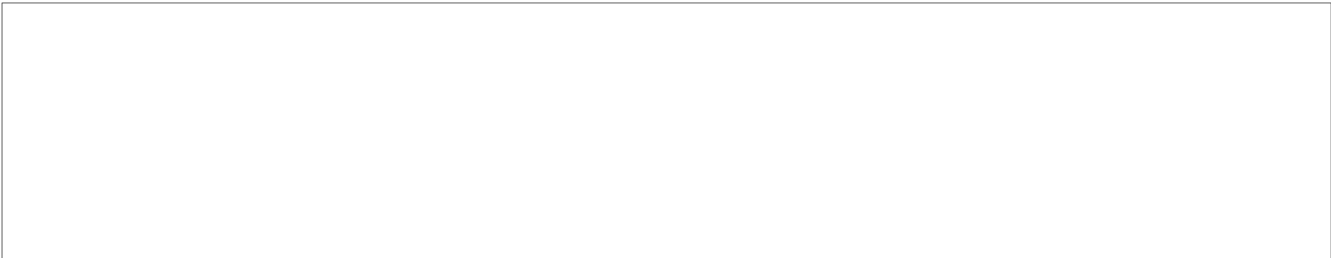
In addition, effective 1 January 1986 Social Security benefits will be calculated differently for certain individuals who become eligible for both a Federal retirement annuity and Social Security benefits. These changes will have the effect of lowering the monthly Social Security benefit for those affected. An Employee Bulletin and WWSB cable explaining all the changes are being published to advise employees.

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c. With additional advertising, the Headquarters Blood Day for December showed a considerable increase in participation compared to the recent past months, with 97 blood donors contributing. As an example, only 72 donors contributed last month. Coupled with the planned establishment of a Blood Donor Coordinator Program and a new Employee Recognition Program, we are optimistic that the number of volunteers will continue to increase.

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d. Efforts to identify and select search firms to do recruiting for the Agency in high-tech occupations came to a successful conclusion last week with the signing of contracts by [redacted]

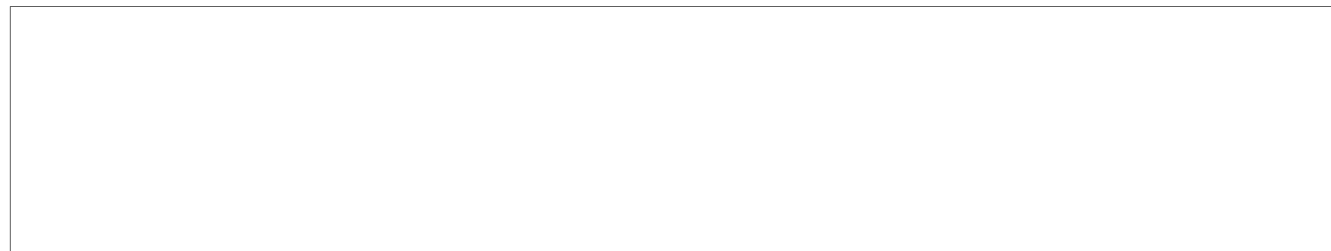
[redacted] These two firms will provide the Agency with screened resumes on candidates in specific occupational specialties. Fees will be based on a percentage of the candidate's salary and payable only upon employment of the applicant. Employment has developed a system to track each resume within allotted time frames and will be identifying specific component contacts for the purpose of maintaining a dialogue with these search firms on specific job vacancy requirements.

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e. [redacted] teamed up with the Office of Finance (OF) to staff a CIA booth at the annual Business Horizon's Job Fair sponsored by the Business School at Virginia Polytechnic Institute. The team also briefed the Student Accounting Society, and there was an excellent dialogue at this session. There was a constant back-up of students around the Agency table with over 700 students seen in an eight-hour period. Over 100 of these students are targetted to receive follow-up action concerning Agency employment.

f. As part of an increased emphasis on the recruitment of former Coast Guard radio operators and technicians, Office of Communications (OC) recruitment representatives visited Coast Guard District Offices in Miami, New Orleans and St. Louis during this reporting period. OC employment qualification briefings were given to the Administrative Employment Counselors who were very appreciative. The remaining nine District Offices will be visited or contacted in the near future.

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h. On 10 December, a meeting was held at the Virginia Department of Highways and Transportation (VDH&T) in Fairfax, Virginia, to make a preliminary field review of the design for the road improvements on Routes 123 and 193. Mr. John Fowler, from Dewberry and Davis, A&E Consultant to VDH&T, discussed the alternatives chosen by McLean Citizens and the Traffic Advisory Committee and elaborated on how the design met the concerns of the community. Minor revisions to the design will be made and a traffic meeting with the community will be scheduled for early January. Unless unforeseen problems arise with the community or in coordinating the relocation of certain utilities in the area, this project will be on schedule as planned.

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k. On 5 December, the Office of Information Technology (OIT) hosted a computer security threat and vulnerability meeting between CIA and Los Alamos National Laboratory. The meeting was both interesting and productive, and it was mutually agreed that this dialogue should continue. A Memorandum for the Record on the meeting has been prepared and is being disseminated to participating Agency components.

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n. The Director of Training and Education (D/OTE) had a discussion in New York with Seweryn Bialer (Columbia University) regarding the new Soviet Realities Institute. Bialer strongly supported the basic idea of giving CIA officers a better grasp of Soviet policies, instruments of power, and underlying imperatives. He volunteered to personally conduct the first overview week currently scheduled [ ] in February 1986.

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o. The D/OTE visited IBM's training headquarters in New York and talked about IBM's approach to training, the costs of its training, and its executive development system with the corporation's Director of Training. Bottom line: IBM spends \$2 billion a year on training, takes it very seriously, and faces the same kind of problems--although on a larger scale--as CIA.

p. The Center for Applied Linguistics submitted its draft report on oral interview rating comparability between the CIA, the Foreign Service Institute (FSI), and the Defense Language Institute (DLI) to the three participating agencies for their review. The research design called for testers from the three agencies to administer and score independently 120 oral proficiency tests in French and German in Washington and Monterrey. The study concluded that when one examines the totality of scores, the agencies do not rate differently in a statistically significant way. There are indications, however, that FSI is somewhat more "generous" than CIA and DLI, particularly at levels 0+ to 2+. A follow-up study will examine the most discrepant cases to identify factors that may have contributed to the differences.

q. In November 1985, the Language Training Division (LTD) administered 70 speaking, listening, and reading proficiency tests to Agency personnel

r. Representatives of the Office of Training and Education (OTE) and the Directorate of Operations (DO) met to discuss a DO request for OTE to develop standards which respond to DO specific testing needs. OTE has already incorporated operational tasks in oral proficiency testing for case officers

s. Representatives of OTE attended a meeting on 4 December at which the DO program to assign mentors at Headquarters for all its Career Trainees (CT) was described. The program is designed to give the CTs career and bureaucratic advice from fairly senior DO professionals--who will serve as adjuncts to the OTE CT advisors and to the instructors whom the CTs encounter in their various courses. The other three directorates have been advised of this program, which they may want to emulate in some manner.

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u. On 5 December, the Deputy Chief, Physical Security Division, attended the quarterly meeting of the Department of Defense (DOD) National Industrial Security Advisory Committee. The main item on the agenda was a discussion of the sixty-three recommendations made by the STILWELL Commission to improve DOD security.

v. During the week ending 7 December, requests for security escorts averaged 250 per day. All contractors were accommodated. There are currently a total of 332 full time, part-time, intermittent and special escorts on board. There are 313 escort applicants in process.

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Harry E. Fitzwater

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